



Coimbra, 7th and 8th July 2023

WORKPLAN

REVISED 29.6.2023
➤ Competition Groups TUM & DMT

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GENERAL INFORMATION

This Work Plan has been developed in accordance with the following FIG regulations and rules, as valid in the year of the competition, except for any deviations mentioned in these directives:

- Accreditation Rules
- Advertising and Publicity Rules
- Anti-Doping Rules
- Apparatus Norms
- Code of Conduct
- Code of Discipline
- Code of Ethics
- Code of Points and relevant Newsletters
- Framework for Safeguarding during Events
- General Judges' Rules
- Licence Rules
- Media Rules
- Medical Organization of the FIG Competitions and Events
- Rules for Award Ceremony
- Specific Judges' Rules for Trampoline Gymnastics
- Statutes
- Technical Regulations
- World Cup Rules for Trampoline Gymnastics

And subsequent decisions of the FIG Executive Committee.

ORGANIZATION

- INTERNATIONAL GYMNASTICS FEDERATION (FIG)

Contact Person	Mr. Rui VINAGRE
Tel.	+41 (0) 21 321 55 32
E.mail	rvinagre@fig-gymnastics.org
Website	www.gymnastics.sport

Delegate Mr. Christophe Lambert (TRA-TC President)

- Host Federation: GYMNASTICS FEDERATION OF PORTUGAL (FGP)

Contact Person	Mrs. Teresa LOUREIRO
Tel.	+351 926 241 139
E.mail	teresa.loureiro@ginastica.org
Website	www.ginastica.org

- Associação Académica de Coimbra | Gymnastics Department (AAC)
Contact Person Mr. Jorge ABRANTES
Tel. +351 918 733 044
Email: worldcup@coimbragymfest.org
Website: <http://coimbragymfest.org/en/home>

LOCAL ORGANIZING COMMITTEE (LOC)

President	Luis Arrais
Executive Director	Jorge Abrantes
NF Delegate	Teresa Loureiro
Local Technical Director	João Marques
Logistics	Mário Abrantes João Salustiano Tiago Horta
Secretariat	Maria João Dinis Etelvina Simões Paula Macedo Mariana Cerveira Joana Cunha
Official Doctor & Safeguarding Officer	Maria António Castro
Official Doctor Deputy	Catarina Silva
Accommodation	Filipa Nobre
Transportation	Mário Amaro Pedro Amaro
Meals	Vânia Henriques Joana Almeida
Operational Managers	João Paulo Dias Rui Magalhães João Bonacho
Technical Program	Mariana Pombo Sofia Teixeira João Saraiva Patricia Amendoeira Carolina Lucas
Security	Gonçalo Cunha Paulo Oliveira
Head of Media	Mónica Wolters
Social Media Manager	Rui Sousa
IT	Paulo Rodrigues
Protocol & VIPs	Joana Nobre
Official Photographer	Carlos Alberto Matos
Speaker	Rui Magalhães
Volunteers	Joana Nogueira Cláudia Santos
Flip Area	Édi Mamede Ana Cláudia Guedes

COMPETITION VENUE

Pavilhão Municipal Multidesportos Mário Mexia
Address: Praça Heróis do Ultramar
3030-327 Coimbra

NATIONAL ANTHEM AND FLAG

Delegations are requested to bring their national flag and in digital format their national anthem. These must be handed to the LOC Secretariat by the Head of Delegation upon arrival at the time of accreditation.

VISA

Federations requiring an official invitation to obtain a visa are asked to contact the Organizing Committee **immediately** by sending the official visa form to worldcup@coimbragymfest.org.

LOC SAFEGUARDING OFFICER

Mrs. Maria António Castro

- +351 919 909 518
- macastro@netcabo.pt

INSURANCE¹

Federations are obliged to cover the expense of insurance for members of their delegation (illness, accident and repatriation) and to bring the evidence of such insurance. Insurance will be checked and collected during accreditation.

OFFICIAL LANGUAGE

The official language of this World Cup is English. Announcements will be made in Portuguese and English only. Interpretation from and into any other language must be organized by the delegations.

ACCREDITATION AND ID CARDS

All delegation members will receive an accreditation ID Card. The accreditation ID Card is personal, non-transferable, and compulsory to get access to the training and competition hall, functions, and the bus system. All participants and officials are required to wear the ID Cards **at all times**. Access to the venue, transportation or meal sites will be refused if a valid accreditation ID Card is not presented.

Accreditation will take place at the LOC Accreditation Office in the competition venue. All delegations will be directed to the accreditation procedures from the airport. Delegations travelling by car must go first to the LOC Accreditation Office.

¹ The FIG Technical Regulations foresee that all participating Federations are responsible for making their own arrangements to have the necessary valid insurance coverage against illness, accidents and repatriation for all the members of their Delegation.

Basic insurance (sickness, accident, and repatriation) in your country of residence is compulsory in order to be able to benefit from coverage by FIG IMSSA subsidiary insurance. Please also refer to <https://www.gymnastics.sport/site/pages/medical-insurance.php> for additional information regarding the FIG IMSSA insurance for Athletes and Judges.

If the note has not been sent in advance to the LOC (which is strongly recommended), the LOC will verify the insurance coverage upon arrival of the delegation members (e.g. cover note or photocopy of the valid policy).

The insurance must be valid at least starting from the arrival day of the delegation and must last for the delegations' entire stay.

HoD are requested to provide a valid **phone number** (working in Portugal) and **e-mail address**. These contact details will be used as mailbox to inform all competition results, information and occurrence during and after the competition.

At accreditation, HoD must check the correct **names** of their complete delegation, verify **accommodation** requirements, make any necessary **payments**, hand in their national **flag**, the national **anthem** in a digital format and, a proof/certificate of **insurance**.

As far as the number of accreditations per country is concerned, the FIG Rules and the Directives will be strictly applied.

The LOC will verify the ID and nationality of the gymnasts. This control will be carried out by checking the passports of the participants. The Head of Delegation must collect and bring the **passports** of all the Delegation members to the accreditation.

TRANSPORTATION

The Organizing Committee will provide shuttle bus transportation between Porto airport, hotels and competition venue between arrival and departure for training and competition. Transport will be arranged based on training and competition schedule. Only people involved in a specific training/competition groups will be allowed to access a specific time bus.

ACCOMMODATION AND MEALS

The Organizing Committee is not responsible for any damages in the hotel rooms, costs for mini bars, pay TV or the like. This is responsibility of each delegation.

Breakfast is included in the Full Pack and is served at each hotel.

Lunch and **Dinner** are included in the Full Pack and are served near competition venue, when vouchers are handed in. Unused vouchers will not be refundable:

- Lunch will be served from 12:00 until 15:00
- Dinner will be served from 18:00 until 21:30

GENERAL PROGRAMME

Training Groups:

	TR Male	Nr	TR Female	Nr
Group 1	CAN, CHN, AZE, LAT, SLO	11	CAN, CHN, AZE, LAT, SLO	10
Group 2	POR, NZL, POL, ITA, BRA	10	POR, NZL, POL, ITA, BRA	9
Group 3	SWE, UKR, DEN	10	SWE, UKR, DEN	10
Group 4	GEO, AUT, GER, BUL	11	GEO, AUT, GER, BUL	10
Group 5	COL, ESP, GBR, TUR	11	COL, ESP, GBR, TUR	8
Group 6	UZB, CZE, EGY, GRE, USA	11	UZB, CZE, EGY, GRE, USA	9
Group 7	IRL, FRA, JPN	11	IRL, FRA, JPN	10
Group 8	KAZ, MEX, NED, AUS	10	KAZ, MEX, NED, AUS	8

	TUM	Nr	DMT	Nr
Group 1	POR	8	CAN	6
Group 2	USA	8	POR	8
Group 3	GBR	8	AUS, MEX, SWE	7
Group 4	FRA, GRE	6	GER, NZL	6
Group 5	AZE, BEL	7	UKR, GBR	8
Group 6	AUS, IRL, KAZ, MEX	6	USA	8

Per country	TRA	TUM	DMT
AUS	Group 8	Group 6	Group 3
AUT	Group 4		
AZE	Group 1	Group 5	
BEL		Group 5	
BRA	Group 2		
BUL	Group 4		
CAN	Group 1		Group 1
CHN	Group 1		
COL	Group 5		
CZE	Group 6		
DEN	Group 3		
EGY	Group 6		
ESP	Group 5		
FRA	Group 7	Group 4	
GBR	Group 5	Group 3	Group 5
GEO	Group 4		
GER	Group 4		Group 4
GRE	Group 6	Group 4	
IRL	Group 7	Group 6	
ITA	Group 2		
JPN	Group 7		
KAZ	Group 8	Group 6	
LAT	Group 1		
MEX	Group 8	Group 6	Group 3
NED	Group 8		
NZL	Group 2		Group 4
POL	Group 2		
POR	Group 2	Group 1	Group 2
SLO	Group 1		
SWE	Group 3		Group 3
TUR	Group 5		
UKR	Group 3		Group 5
USA	Group 6	Group 2	Group 6
UZB	Group 6		

Wednesday - 5th July

Trampoline Warm Up Hall		Trampoline Competition Hall		Time	Start	Finish	Tumbling	DMT	Other
Warm Up Male	Warm Up Female	Competition Male	Competition Female				Comp. Hall Warm Up + Competition	Comp. Hall Warm Up + Competition	
				0:45	8:00	8:45			Hall Opening
Group 5	Group 5			0:43	8:45	9:28			
Group 6	Group 6			0:43	9:28	10:11			
Group 7	Group 7			0:43	10:11	10:54			
Group 8	Group 8			0:43	10:54	11:37	Group 5	Group 5	
Group 1	Group 1			0:43	11:37	12:20	Group 6	Group 6	
Group 2	Group 2			0:43	12:20	13:03	Group 1	Group 1	
Group 3	Group 3			0:43	13:03	13:46	Group 2	Group 2	
Group 4	Group 4			0:43	13:46	14:29	Group 3	Group 3	
Free training	Free training			0:43	14:29	15:12	Group 4	Group 4	
				0:43	15:12	15:55	Group 5	Group 5	
				0:43	15:55	16:38	Group 6	Group 6	
				0:43	16:38	17:21	Group 1	Group 1	
				0:43	17:21	18:04	Group 2	Group 2	
				0:43	18:04	18:47	Group 3	Group 3	
				0:43	18:47	19:30	Group 4	Group 4	
				0:43	19:30	20:13			
				0:43	20:13	20:56			
						21:00			End of the day

Official Trainings Day:

Thursday - 6th July

Trampoline Warm Up Hall		Trampoline Competition Hall		Time	Start	Finish	Tumbling	DMT	Other
Warm Up Male	Warm Up Female	Competition Male	Competition Female				Comp. Hall Warm Up + Competition	Comp. Hall Warm Up + Competition	
				0:45	8:00	8:45			Hall Opening
Group 3	Group 3			0:43	8:45	9:28			
Group 4	Group 4	Group 3	Group 3	0:43	9:28	10:11			
Group 5	Group 5	Group 4	Group 4	0:43	10:11	10:54			Deadline Delivery
Group 6	Group 6	Group 5	Group 5	0:43	10:54	11:37	Group 4	Group 4	Competition Cards
Group 7	Group 7	Group 6	Group 6	0:43	11:37	12:20	Group 5	Group 5	
Group 8	Group 8	Group 7	Group 7	0:43	12:20	13:03	Group 6	Group 6	
Group 1	Group 1	Group 8	Group 8	0:43	13:03	13:46	Group 1	Group 1	
Group 2	Group 2	Group 1	Group 1	0:43	13:46	14:29	Group 2	Group 2	
Group 3	Group 3	Group 2	Group 2	0:43	14:29	15:12	Group 3	Group 3	
Group 4	Group 4	Group 3	Group 3	0:43	15:12	15:55	Group 4	Group 4	
Group 5	Group 5	Group 4	Group 4	0:43	15:55	16:38	Group 5	Group 5	Judges Meeting
Group 6	Group 6	Group 5	Group 5	0:43	16:38	17:21	Group 6	Group 6	
Group 7	Group 7	Group 6	Group 6	0:43	17:21	18:04	Group 1	Group 1	
Group 8	Group 8	Group 7	Group 7	0:43	18:04	18:47	Group 2	Group 2	
Group 1	Group 1	Group 8	Group 8	0:43	18:47	19:30	Group 3	Group 3	
Group 2	Group 2	Group 1	Group 1	0:43	19:30	20:13			Orientation Meeting
		Group 2	Group 2	0:43	20:13	20:56			Welcome dinner
					21:00	22:30			End of the day

Competition Days:

Friday - 7th July

Trampoline Warm Up Hall		Trampoline Competition Hall		Time	Start	Finish	Tumbling	DMT	Other
Warm Up Male	Warm Up Female	Competition Male	Competition Female				Comp. Hall Warm Up + Competition	Comp. Hall Warm Up + Competition	
				1:00	8:10	9:10			Hall Opening
Q1 - Group 1				0:50	9:10	10:00			
Q1 - Group 2	Q1 - Group 1	Q1 - Group 1		0:50	10:00	10:50			
Q1 - Group 3	Q1 - Group 2	Q1 - Group 2	Q1 - Group 1	0:50	10:50	11:40			
Q1 - Group 4	Q1 - Group 3	Q1 - Group 3	Q1 - Group 2	0:50	11:40	12:30			
		Q1 - Group 4	Q1 - Group 3	0:50	12:30	13:20			
Q1 - Group 5	Q1 - Group 4			1:00	13:20	14:20			Break
Q1 - Group 6	Q1 - Group 5	Q1 - Group 5	Q1 - Group 4	0:50	14:20	15:10			
Q1 - Group 7	Q1 - Group 6	Q1 - Group 6	Q1 - Group 5	0:50	15:10	16:00			
		Q1 - Group 7	Q1 - Group 6	0:50	16:00	16:50			
				0:30	16:50	17:20			Opening Ceremony
TRS - Group 1	TRS - Group 1			0:45	17:20	18:05	Male - Group 1	Female - Group 1	
TRS - Group 2	TRS - Group 2	TRS - Group 1	TRS - Group 1	0:45	18:05	18:50	Male - Group 2	Female - Group 2	
TRS - Group 3	TRS - Group 3	TRS - Group 2	TRS - Group 2	0:45	18:50	19:35	Female - Group 1	Male - Group 1	
		TRS - Group 3	TRS - Group 3	0:45	19:35	20:20	Female - Group 2	Male - Group 2	
						20:20			End of the day

Note: DMT & TUM have 15 minutes warm up, in the competition apparatus, directly followed by competition.

Saturday - 8th July

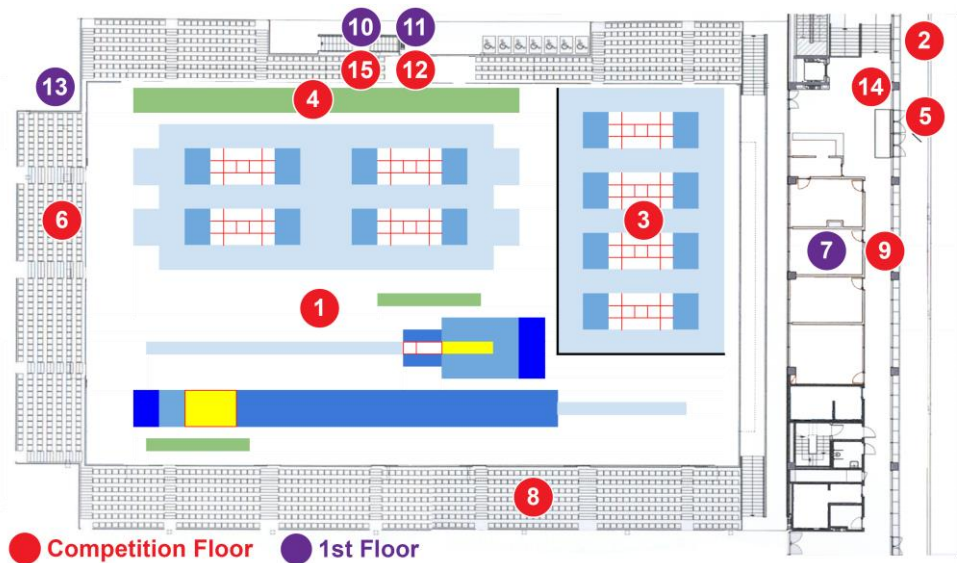
Trampoline Warm Up Hall		Trampoline Competition Hall		Time	Start	Finish	Tumbling	DMT	Other
Warm Up Male	Warm Up Female	Competition Male	Competition Female				Comp. Hall Warm Up + Competition	Comp. Hall Warm Up + Competition	
				1:00	9:30	10:30			Hall Opening
Q2 - Group 1	Q2 - Group 1			0:30	10:30	11:00			
Q2 - Group 2	Q2 - Group 2	Q2 - Group 1	Q2 - Group 1	0:30	11:00	11:30			
		Q2 - Group 2	Q2 - Group 2	0:30	11:30	12:00			
				0:30	12:00	12:30			Break
				1:00	12:30	13:30	Finalists Training	Finalists Training	
				0:30	13:30	14:00			Break
				0:40	14:00	14:40	Final - Female		
	Final			0:40	14:40	15:20		Final - Male	
Final			Final	0:30	15:20	15:50			
		Final		0:30	15:50	16:20			
				0:40	16:20	17:00	Final - Male		
	Final - SYN			0:40	17:00	17:40		Final - Female	
Final - SYN			Final - SYN	0:30	17:40	18:10			
		Final - SYN		0:30	18:10	18:40			
				0:45	18:40	19:25			Awards Ceremony

Note: DMT & TUM have 10 minutes warm up, in the competition apparatus, directly followed by competition.

SPORTS HALL LAYOUT and ZONES

Zones

- 1 Competition Area
- 2 Training Hall
- 3 Warm-up Hall
- 4 Competition Management and Judges' seating
- 5 Judges' meeting rooms and Judges' break area
- 6 Delegation seating
- 7 LOC Offices
- 8 FIG Offices
- 9 Doping Control Zone
- 10 Media
- 11 Media Grandstands
- 12 TV Compound
- 13 Photographers Positions
- 14 Mixed Zone
- 15 VIP



ORIENTATION MEETING

All Heads of Delegation must attend the meeting. One extra Official per delegation may also attend. The FIG TRA-TC and the LOC will provide detailed information regarding the event. All information will be in English only. Judges cannot be representatives of their NF at the Orientation Meeting: **6th July at 19:30**

WELCOME DINNER

All HoD are invited by the Coimbra Municipality for a World Cup Welcome Dinner that will take place, right after the Orientation Meeting in a walking distance: **6th July at 20:15**

VENUE ACCESS

The access to the Arena will be limited to the training/competing group. Besides gymnasts, the access will be allowed only to accredited persons.

AWARDS CEREMONIES

Only the medal winners are invited to participate, and they must wear the National tracksuits, according to FIG rules.

EQUIPMENT

Trampoline	8 FIG ID 610
Double Mini-Trampoline	1 FIG ID 493
Tumbling	1 FIG ID 465
HDTMD	FIG ID 269

WARM UP

During warm up, it is permitted – only – to set foot on the floor of the competition and training hall for the competitors, and physiotherapists/doctors in conformity with the training schedule and the identified zones at the accreditation card.

MARCH IN

The competitors are asked to assemble in the assembly area, **5 minutes prior to each competition**. The gymnasts must wear the competition attire (as per Code of Points).

STARTING ORDER – DRAWING OF LOTS

The drawing of lots and starting order will be made in the FIG office and published on the FIG website.

The starting order for the finals will be in accordance with the Code of Points.

The list of finalists and the two reserves will be informed to the Heads of Delegation after the qualifications.

Any withdrawal from the Finals must be declared in writing with the LOC.

Please note: The World Cup Competition draw, the competition groups, the starting lists, the training groups, the training schedule, and the competition schedule are based on the assumption that all registered federations will participate in accordance with their nominative registrations. Should there be any changes to participating numbers at the time of the competition, the FIG Technical Delegate in consultation with the LOC reserve the right to make adjustments, which will facilitate the smooth running of the competition.

COMPETITION CARDS

All competition cards must be delivered at the Secretariat, on paper, **before 10:30** on the **6th July**, Thursday.

JUDGES MEETINGS – Drawing of Lots

The judges meeting, which are compulsory for all judges, will take place at Competition Venue (Pavilhão Municipal Multidesportos Mário Mexia):

- 6th July at: 16:00 (TRA); 16:45 (TUM) and 17:15 (DMT)

The judges draw will take place at the end of each of the judges' instructions.

Please note that the Judges' instructions will be held in English only.

Judges who don't participate in the judges' instruction may not be authorized to judge and their respective federations may face a penalty fee.

SUPERIOR JURY

Technical delegate will act as president of the Superior Jury,

SCORES AND RESULTS

The scoring system used is Sporttech. The scores will be shown in the competition hall and live on the website <http://sporttech.io>.

A resumed list of results will be e-mailed to the HoD at the end of qualifications.

A detailed list of results, including all judges' marks, will be e-mailed to the HoD and national federations at the end of the competition.

VIDEO RECORDING

All routines will be recorded on video by the OC.

LIVESTREAMING & TV HOST BROADCASTER

The Qualifications will be livestreamed, with geoblocking for Portugal. The Finals will be live transmitted at «RTP Play» channel.

MEDICAL SERVICES

Medical services will be provided by the Medical Centre located in Sports Hall.

DOPING CONTROL

Doping Controls will be made during the World Cup, as per the FIG regulation. The Doping Controls can take place during training and / or Competition.

BANQUET AND FAREWELL PARTY

There will be a banquet on Saturday, **8th July, between 20:00 and 22:30.**

The banquet is for official delegation members only, and a valid banquet ticket must be presented at the entrance. This closing banquet is free of charge for the delegations who have booked their accommodation through the LOC.

INFORMATION AND CORRESPONDENCE DURING THE WORLD CUP

Each delegation will receive all information via the HoD email communicated at the time of accreditation.

All information, requests and correspondence regarding this World Cup should be addressed to the Organizing Committee.

Coimbra, 19th of June 2023